

**C O P Y**

Director of Training

4 November 1952

Assistant Director (Personnel)

**Proposal for Assignment of Professional Trainees**

1. Through your original impetus, a preliminary conference was held late last month between [redacted] Chief, Junior Officer Training Division, acting for the Office of Training, [redacted] Deputy Personnel Director, and [redacted] Jr., Chief, Personnel Procurement Division, for the purpose of working out plans for the recruitment and selection of junior professional trainees with backgrounds in areas of administration.

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2. The Personnel Director advises me that agreement was reached on the following basic principles, which are submitted for your concurrence:

(a) The Personnel Procurement Division should be authorized to recruit a sufficient number of candidates from graduate and undergraduate ranks in the fields of public administration, personnel administration, schools of public service and business management, to provide not more than twenty-four EODs per year, divided among the six classes of the Intelligence School each twelve months. The Chief, Personnel Procurement Division states that his people would experience no difficulty in reaching this goal, providing the initial target date is not before your March, 1953 class.

(b) These administrative junior professional trainees would be selected in conformity with the high standards already established for those with substantive interests, though it was felt that language or language aptitude requirements might be waived from their qualifications.

(c) These trainees would undergo the formal intelligence orientation provided in the Intelligence School, and they would not be segregated in any way from those destined for assignment to substantive organizations within CIA. In the event an administrative trainee showed a decided preference for a substantive assignment during the course of his training in the Intelligence School, it was felt that his selection for an eventual administrative position should not preclude his consideration for a substantive job, providing he was able to meet the requirements set forth for this latter assignment.

(d) At the conclusion of their formal training in the Intelligence School, the administrative trainees would be retained on the JOF roster for a period of one year, during which time they would be rotated on a three

or four months basis to administrative positions within the DD/I and DD/A complexes, where their services could best be utilized, and their performance carefully evaluated. At the end of one year they would be given a permanent assignment based upon a process of mutual selection among the offices where they had worked during the rotation period.

3. I share your belief that implementation of this proposal will be a firm step in the direction of extending the career concept for promising young men and women to an important functional area of the Agency, and of providing sound training in the principles and practices of good administrative techniques throughout the Agency.

/s/

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PPD/JAC,JR:vp (3 November 1952)

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